

TRANSIENT PERSONNEL UNIT PUGET SOUND INSTRUCTION 1700.10

Subj: SAILOR OF THE QUARTER AND SAILOR OF THE YEAR AWARDS

Ref: (a) OPNAVINST 1700.10K

Encl: (1) Nomination package
(2) Sample Sailor of the Quarter/Year selection criteria

1. Purpose. To establish and maintain procedures for administering the subject programs for Transient Personnel Unit (TPU) Puget Sound that utilize guidelines delineated in reference (a).

2. Cancellation. TRANSITPERSUINST 1650.1C.

3. Background.

a. The Sailor of the Quarter/Sailor of the Year (SOQ/SOY) programs were established to enhance morale, foster personal excellence and provide a means whereby deserving enlisted personnel receive official recognition for outstanding attributes and performance of working assignments. Outstanding performance by personnel throughout the command should be given proper recognition.

b. The SOQ award may be presented once each fiscal quarter to an outstanding TPU sailor. At the end of each calendar year one Sailor in paygrades E-4 through E-6 will be selected as TPU SOY. SOY candidates encompasses all SOQ's from the previous four quarters and any other Sailor nominated by senior personnel.

4. Scope. All active duty military personnel attached as staff to TPU in paygrades E-3 through E-6 are eligible for recognition as TPU SOQ. TPU SOQ's are eligible to compete for recognition as TPU SOY.

5. Nomination Procedures.

a. The Command Master Chief/Senior Enlisted Advisor (CMC/SEA) shall establish and maintain an active SOQ/SOY Recognition Program and shall ensure that a SOQ selection board is convened no later than the first full week of the new quarter and for SOY no later than the first full week of the new year.

b. Department Heads will establish and conduct an active screening program to ensure that personnel who are most worthy are recognized. They shall review service and training records, community involvement, education etc., to ensure the best

candidates are nominated. Each Department Head will submit nominations using enclosure (1) as a screening and submit the nomination in accordance with enclosure (3), to the CMC/SEA by the last working day of the quarter. Each nomination should be factual, including facts and figures, and give details on the contributions the Sailor has made to themselves, this command, the Navy, and the community. To simply say he/she "is a good Sailor" or that "he/she does an outstanding job" is unacceptable and will be returned for further rework. All nominations shall list the specific reasons for the subject sailor being nominated.

6. Selection Procedures.

a. Board procedures are as follows:

(1) Selection board members will evaluate each nominee. Board members may also review service records, training records, and any other pertinent data to assist in selection.

(2) Each selection board member, with the exception of the board chair, will cast one vote for selection of the best candidate. The selection board chairman will total the votes; highest total votes determine the selectee.

(3) In the event of a tie, the selection board chairman will cast the deciding vote.

b. The CMC/SEA will forward a recommendation letter to the Commanding Officer (CO) via the Executive Officer for review and approval as soon as possible following selection.

c. The name of the selectee will not be released prior to final approval. The CO may approve the recommendation of the board or choose another candidate. Announcement of the TPU SOQ/SOY will be made by the CO at an appropriate ceremony.

7. Action.

a. Department Heads or Division Officers will be responsible for submitting nominations for the SOY to the CMC/SEA. Every Department Head or Division Officer must either nominate a Sailor or submit a written recommendation indicating they do not have a nominee.

b. The CMC/SEA is responsible for:

(1) Notifying Department Heads of when nominations are due and ensuring the nominations are factual and complete.

(2) Notifying board members of the date and time of the selection board.

(3) Assembling the nominations, service records and supporting data for the selection board to review.

(4) Conducting the nomination board using enclosure (1) and preparing the Letter of Recommendation for the Commanding Officer.

(5) Coordinating all procedures to ensure that action is taken in a timely manner and that all required actions and deadlines for SOQ/SOY are met.

c. The Administrative Department is responsible for:

(1) Arranging for awards and citation for the selectee.

(2) Forwarding a copy of the completed award to the Personnel Support Detachment for insertion into the selectee's service record after the SOQ/SOY has been notified.

d. The Public Affairs Officer is responsible for:

(1) Submitting a Fleet Hometown News Release form, if desired, by the selectee.

(2) Preparing and submitting a "Sailor of the Quarter" or "Sailor of the Year" article for publication in the base newsletter.

8. Honors and Awards.

a. Upon approval by the CO as TPU SOQ the selectee shall receive the following:

(1) A Fleet Hometown News Release, if desired.

(2) A Letter of Commendation signed by Commander, Navy Region Northwest.

(3) Three day special liberty (at the discretion of the Department Head).

(4) Use of the TPU SOQ parking space until relieved by the next TPU SOQ.

(5) An article published in the base newsletter announcing their selection.

(6) A MWR coupon book.

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b. Upon approval by the CO as TPU SOY the selectee shall receive the following:

(1) A Fleet Hometown News Release, if desired.

(2) A Navy and Marine Corps Achievement Medal (NAM) signed by the Commanding Officer.

(3) Four day special liberty (at the discretion of the Department Head).

(4) Use of the TPU SOY parking space until relieved by the next TPU SOY.

(5) An article published in the base newsletter announcing their selection.

(6) A MWR coupon book.

(7) Entered into the Naval Submarine Base's SOQ competition.

c. Awards and benefits are subject to change without prior notification.

D. R. MONROE

NOMINATION FORMAT SAMPLE

Date:

From: , Department Head
To: Chairman, Sailor of the Quarter Selection Board
Subj: SUBMISSION OF SAILOR OF THE QUARTER/YEAR NOMINATION
Ref: (a) TRANSITPERSUINST 1700.10

1. In accordance with reference (a), the below named Sailor is nominated for Sailor of the Quarter/Year. The following information is provided:

- a. Name:
- b. Rate:
- c. SSN:
- d. Date reported:
- e. End date last regular report:
- f. Effective date of current paygrade:
- g. Currently recommended for advancement:

2. Duties assigned and number of months assigned: Admin Leading Petty Officer - 12.

a. Primary duties:

- (1) Supervises five YNs
- (2) Distributes work load

b. Collateral duties:

Command: Pass Liaison Representative
Department: Career Counselor, Supply, Safety, and MWR

3. Job Information:

a. Principle activities and responsibilities.

- (1) Admin Supervisor

4. Special Achievements:

a. Qualifications achieved during this period: Aviation Warfare Specialist

b. Educational courses completed: English 101, 102

c. Personal awards and Letter of Appreciation: Navy and Marine Corps Achievement Medal (6th Award), CO LOA.

Enclosure (1)

5. Off duty activities:

- a. Partnership for Excellence Program
- b. Coaches Little League

6. Command Support:

a. Unauthorized Absentee/Deserter Yeoman: Responsible for tracking the status of over (#) personnel carried as unauthorized absentees or deserters. He has skillfully drafted (#) letters to the families of these personnel, deserter messages, and deserter warrants.

b. Nonjudicial Punishment (NJP) Assistant: Performed duties as an NJP clerk, a job normally filled by a Second Class Legalman. In this role, Petty Officer _____ drafted (#) charges and specifications, prepared scripts for (#) Executive Officer's Inquiry (XOI) and Captain's Mast hearings, interviewed various accused, and tracked pending NJP cases. Notably, he fulfilled these duties without formal Military Justice training, which illustrates his superb administrative skills and adaptability.

c. Legal Assistance Clerk: Enhanced the legal services provided to the crew by completing (#) powers of attorney, affidavits, and letters concerning immigration issues. Here again, Petty Officer _____ ably performed tasks that are normally undertaken by rated Legalmen. Petty Officer _____ is also responsible for ensuring legal directives and publications for the Legal Department are kept up to date.

d. While assigned to the Command Investigations Department: Rated as the top Third Class Petty Officer in the Legal/Command Investigations Division. Assistant Leading Petty Officer in Charge of Captain's Mast/XOI ensuring all personnel are thoroughly briefed on military bearing and behavior. Assisted in maintaining security requirements for special operations forces while deployed for OPERATION ENDURING FREEDOM.

Sample Sailor of the Quarter/Year Selection Criteria

1. This criterion is not meant to be all-inclusive or directive in nature. It presents general guidelines and sample considerations that may be used in the selection of the SOQ/SOY.

a. The Sailor nominated has made specific and direct contributions to their department or division, TPU and or the Navy.

b. While good citizenship and community involvement should be factors for consideration, primary emphasis should be placed upon superior on-the-job performance.

c. Positive Traits:

- (1) Personal conduct
- (2) Cooperatives
- (3) Initiative
- (4) Leadership
- (5) Moral courage
- (6) Personal appearance
- (7) Promotion of good morale
- (8) Reliability
- (9) Resourcefulness
- (10) Support for Navy/command
- (11) Command Equal Opportunity

d. The decision to conduct or to forego interviews may be determined prior to the selection board. Selection as for SOY will include interviews of the nominated sailors. Selection as SOQ/SOY should never be based upon popularity, but upon a member's contributions, outstanding attributes, and performance of work assignments, which should be adequately documented. If nominees are to be interviewed, board members must avoid selection based solely upon demeanor, appearance or presentation proficiency. Care must be taken to ensure nominees are not unduly penalized for less polished verbal or social skills.